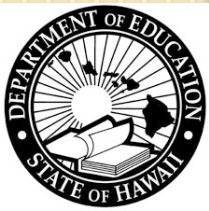


2011-2012

TITLE I
SUPPLEMENTAL EDUCATIONAL
SERVICES (SES)

*Working Together
To
Focus on Students*



Presenter

Daniel Williams

Education Specialist

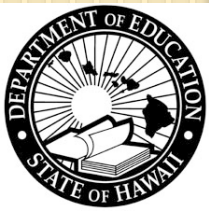
Special Programs Management Section

Supplemental Educational Services

<http://doe.k12.hi.us/nclb/vendors/index.htm>

21st Century Community Learning Centers

<http://doe.k12.hi.us/nclb/21cclc/index.htm>



Agenda and Outcome

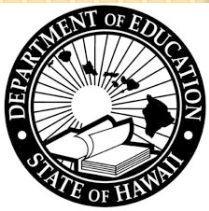
Agenda

- Welcome and Introductions
- Procedures and Guidelines
 - Overview
 - SES Process Chronology
 - Program Responsibilities and Procedures
 - Review of important documents
 - Highlights - Procedures and Guidelines
- SES Networking
- Lessons Learned and Strides Made
- SES Updates
 - UH 2009-10 SES Evaluation
 - SES and NCLB reauthorization
- Closing

Outcome

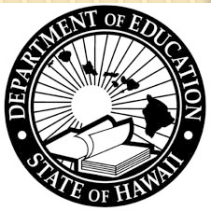
Participants will receive:

- Updates of SES Procedures and Guidelines for SY 2011-2012
- Updated SES information
- 2009-10 UH Evaluation highlights



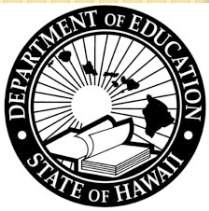
Overview: Purpose of SES

- To increase the academic achievement of economically disadvantaged students in low-performing Title I schools, providing additional academic instruction outside of the regular school day or school year.



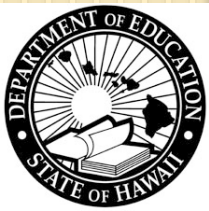
Overview: SES Procedures and Guidelines

- Help all parties involved with the implementation of SES understand their roles and responsibilities



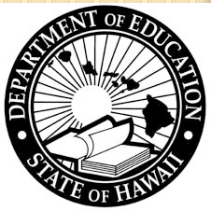
Overview: SES Procedures and Guidelines

- Special Programs Management Section - SPMS
- SES Providers
- Complex Areas
- Schools
- Families and students



Overview: Student Eligibility

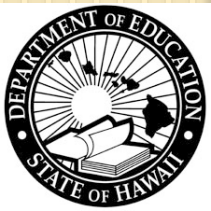
- Free or reduced-price meals
and
- Attend a Title I school that is in NCLB Status



Overview: Student Priority Ranking

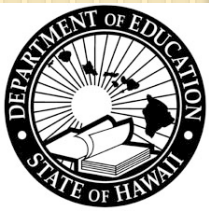
- Free or Reduced-price meals and
- Report card grades in reading and math

- Priority rankings range from 1 to 10
 - Only students in priority ranks 1 to 5 are eligible for SES



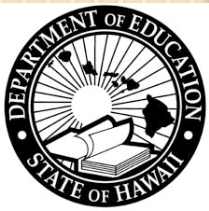
Overview

- Schools must inform parents/guardians of eligible students about SES and the SES providers available to them
 - list of schools which they will be serving
 - list of complex area which they will serving
- SES Providers deliver SES in
 - reading/language arts
 - math
 - science



SES Process Chronology

Before Services

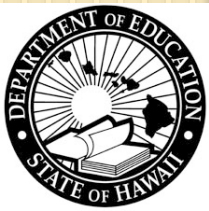


SES Process Chronology

1. Hawaii Department of Education (HIDOE) determines which schools are required to offer SES – NCLB Status

<http://arch.k12.hi.us/PDFs/nclb/2011/PrelimAYPa11Sch37Pub20110720.pdf>

2. HIDOE provides training on implementation of SES
 - State – August 23, 2011
 - Complex Area meetings – individually determined by complex areas



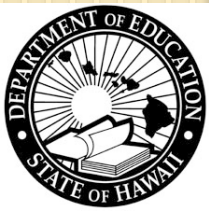
SES Process Chronology

3. Provider requests use of school facilities. Schools provide equal access to ALL providers on a first-come, first-served basis to school's facility at no charge, if space is available. SES providers are considered Type I
 - <http://fssb.k12.hi.us/forms.htm>
 - http://fssb.k12.hi.us/use_of_facilities.htm

4. Schools send home to eligible students
 - Parent letters on school letterhead
 - SES application form
 - HAR 64 – Consent for Release of Information – release of contact information
 - HAR 64 – Consent for Release of Information – release of student academic information (only in content area selected)
 - Parent Matrix – Provider Information sheet

****SES providers will be given access to SES applications after schools have distributed them – SES Providers need to adhere to specific guidelines****

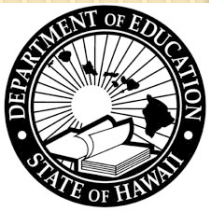
5. Parents/guardians submit application to school



SES Process Chronology

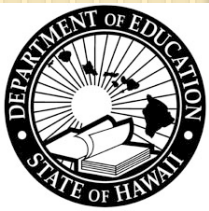
Application and Authorization Process

6. Schools submit copies of applications to the complex area
7. Schedule parent informational meetings
8. Complex areas use will the SES online data management system



SES Process Chronology

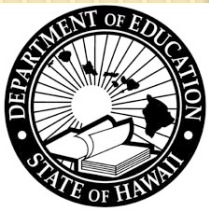
9. Complex areas notify the school and providers with a list of authorized students to be offered service and their assigned provider
10. Complex areas informs schools and providers students authorized for services (authorization letters or email)
11. Schools send authorization letter or email to parent, authorizing services by the assigned provider. Letter includes the provider's contact information



SES Process Chronology

12. Parent or provider contacts each other to set up Agreement of Services (AOS) meeting

13. Provider, parent, student, and school designee meet to develop and sign the AOS or use an alternative method of communication (phone consultation) if meeting is not possible



SES Process Chronology

I 4. Provider establishes and communicates procedures and protocol with parent and student to ensure a safe and secure environment for students

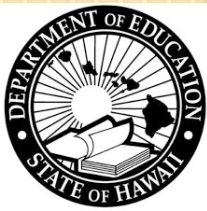
I 5. School provides a signed copy (or other documentation of consultation) of the AOS to:

- SES provider
- parent/student
- complex area

within (3) working days from the AOS meeting

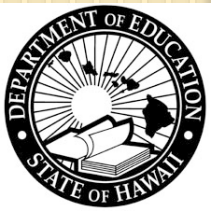
I 6. Provider may not begin services without a fully-completed AOS

- Student signature is optional



SES Process Chronology

During Services



SES Process Chronology

I. Provider:

- conducts formative assessments
and
- provides periodic progress report(s) to the school, and parent/guardian

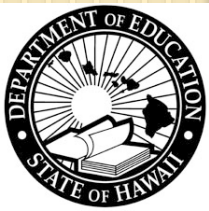
2. Provider tutors student in content area aligned with: state standards and grade level benchmarks:

<http://standardstoolkit.k12.hi.us/index.html>

common core standards:

<http://www.corestandards.org/>

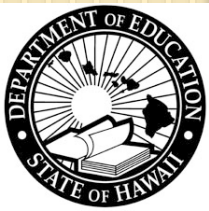
agreed upon in the AOS within the SES county per pupil funding limit.



SES Process Chronology

Providing Services

3. Tutors use effective instructional strategies
4. Provider administers pre- and post-tests and provides results to school, and parent/guardian.

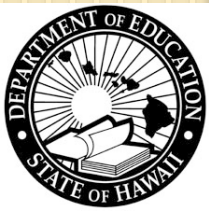


SES Process Chronology

Payment

5. Complex area cuts purchase order for one or more schools in the complex area for each provider

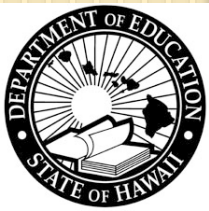
6. Provider submits to the complex area:
 - an original “Monthly Attendance Report” or certified original + one copy
 - an original “Invoice for Supplemental Educational Services” + one copy per school
(within 30 days from the month when services were provided)



SES Process Chronology

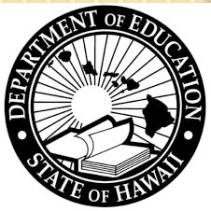
7. Complex area uses the SES online data management system to:

- ❖ record the hours of services and charges per student
- ❖ maintain a cumulative account of charges per student
- ❖ pay the provider



SES Process Chronology

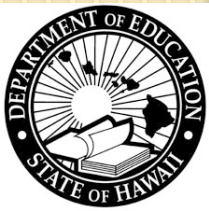
After Services



SES Process Chronology

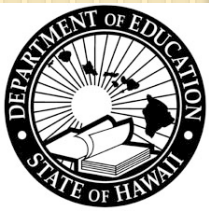
Evaluation and Reporting

- Complex area updates the SES online data management system for evaluation and reporting purposes
- Provider participates in an annual provider evaluation and submits information as requested to State and any contracted evaluator



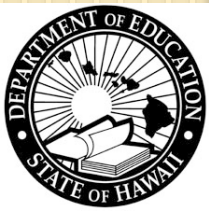
SES Process Chronology

- Complex area, school and parent complete and return satisfaction surveys
- State will monitor implementation of SES through on-site observations and/or desk audits of SES providers and complex areas
 - ❖ As often as possible, SES tutoring site observations will be aligned with the Special Programs Management Section Consolidated Monitoring and Technical Assistance visits.
- SES providers are required to document they provided training/professional development to tutors (Assurance in RFP – attachment 2, page 4)



Program Responsibilities and Procedures

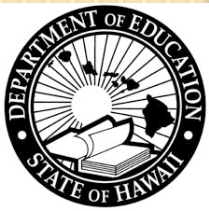
- **HIDOE/Special Programs Management Section (SPMS)**
- **Complex Areas**
- **Schools** (Needs Improvement Year 2, Corrective Action, Planning for Restructuring, and Restructuring)
- **Service Providers**
- **Parents**
- **Students**



Procedures and Guidelines Highlights

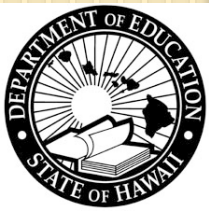
The Procedures and Guidelines have been updated for the 2011-2012 school year

- ❖ 4-2-11 – last day to enroll for services (submit and approve application)
- ❖ Services need to complete by 5-24-11
- ❖ Final invoice is due no later than 6-20-11
- ❖ 2 HAR 64 forms
- ❖ Establishment of SES handbook for complex areas and schools to align documentation
- ❖ Student Health and Safety Plan has been revised to be more comprehensive. Student Health and Safety Plans are being reviewed continuously and providers may be asked to revise and resubmit Student Health and Safety Plan.
- ❖ Formalized complaint procedures to follow



Lessons Learned and Strides Made

- Timely invoicing and payment is a vital component to a successful program
- Communication is paramount
- Tutor and student safety is KEY!
- Open Houses/Parent Nights are great opportunities for schools and providers
- Utilize technology for provider dialogue
- Progress reports need to be utilized more effectively for parents/guardians
- Provide information in a timely manner

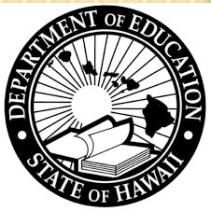


Lessons Learned and Strides Made

Agreement of Services

Training

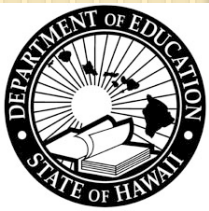
Personnel Issues



UH Evaluation

UH Social Science Research Institute

- Judith Inazu
- Nancy Marker
- Julie Holmes
- Aiko Oda
- Dan Anderson
- Shuqiang Zhang



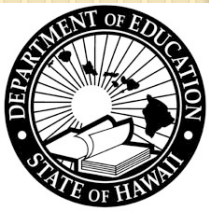
Data to Consider

- ❑ Targets – remain the same from 2010-2011
 - ❖ 2011-2012 Reading = 72% of students proficient
 - ❖ 2011-2012 Math = 64% of students proficient
 - ❖ 2011-2012 Graduation = 85% or greater
 - ❖ 2011-2012 Retention = 2% (K-5); 5% (MS/Inter., or Multilevel grades e.g. K-8)

<http://arch.k12.hi.us/school/nclb/targets.html>

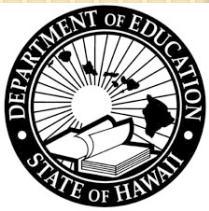
- ❑ Hawaii State Assessment - online
 - ❖ Students in grades 3-8 and 10 take reading and math
 - ❖ Students in grades 4, 8 and 10 also take science
 - ❖ Window - October 17, 2011 through May 18, 2012

<http://sas.sao.k12.hi.us/STATE/SAO/SASWebsite.nsf/By+Category/74AD3443EFA4FDF0A2576340006576F?OpenDocument>



Parent Outreach and Assistance

- ❖ Plays a vital role in SES
- ❖ Gives parents/guardians multiple avenues to receive information
- ❖ HIDOE will be advertising on TheBus and HeleOn to promote SES enrollment
- ❖ Complex Areas/schools may hold parent nights or other informational meetings to promote SES to the community



SES Resources

- [SES related websites](#)

- [SES Tool Kit](#)

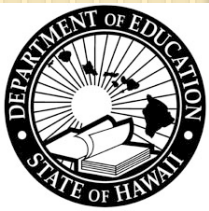
- Common Core Standards

<http://www.corestandards.org/>

- Hawaii Content & Performance Standards Database III -

<http://standardstoolkit.k12.hi.us/index.html>

- [2011-2012 School Calendar](#)



TITLE I SES

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